

---



## Details About Spreadsheet Standard Values

Spreadsheet standard values are discussed in detail in this section. Instructions for changing them are in “Changing Spreadsheet Standard Values.”

---

### Value Formats

Five value formats are available as spreadsheet standards—fixed, dollars, commas, percent, and appropriate. These are the formats displayed by all the cells in the spreadsheet that do not have individual cell layouts. Table 10-9 describes them.

- lets you change the spreadsheet standard values. For example, if you are doing a budget, you can set the value format to dollars with two decimal places using this command. Then all values typed or calculated in the spreadsheet will be shown in this format.

**Table 10-9.** Standard Values for Values

Format	Description	Example
Fixed	Contains a fixed number of decimal places, 0-7	163 -137.00
Dollars	Same as commas except with a dollar sign before each amount.	\$113.58 \$1,345.09 (\$4.66) \$1.6
Commas	Provides commas between thousands. Negative amounts are in parentheses. Contains a fixed number of decimal places, 0-7.	1,345.09 (4.66) 113
Percent	A percentage with a specified number of decimal places (0-7). This format multiplies amount in cell by 100.	1235.7% -4.25%
Appropriate (Default)	Appropriate means that AppleWorks does its best to display numbers exactly as you type them. Numbers are right justified in the column with a blank in the leftmost position of all columns. Trailing zeros after the decimal place are dropped.	



If a number does not fit in the width you set up for the column, it is stored the way you type it but pound signs (#'s) are displayed. Thus, a cell looks like this: #####. Increase or decrease the column width if necessary.

---

### **Label Formats**

Three label formats are available as spreadsheet standards—left justified, right justified, and centered. Table 10-10 describes them.

**Table 10-10.** Standard Values for Labels

<b>Format</b>	<b>Description</b>	<b>Example</b>
Left justified (Default)	Labels are left justified in cells.	Jan
Right justified	Labels are right justified in cells.	Jan
Centered	Labels are centered in cells.	Jan

---

### **Column Widths**

Nine-character-wide columns are the spreadsheet standard for all new spreadsheets. You can change the spreadsheet standard to columns from 1 to 75 characters wide.

---

### **Protection**

You can protect cells so that the entries can't be changed inadvertently by you or someone else using your spreadsheet. Then the cell contents can be changed only if AppleWorks recalculates it.

Protection is accomplished with the combination of the **(⌘)-[V]** command and the **(⌘)-[L]** command. The **(⌘)-[V]** command enforces or removes protection specified by the **(⌘)-[L]** command. AppleWorks' default setting is protection, so any cells you protect with the **(⌘)-[L]** command are automatically protected unless you change the standard value to no protection.

You can temporarily remove protection to make changes and then enforce it again by using **(⌘)-[V]**.



---

## **Recalculation**

When you type a new value into your spreadsheet, AppleWorks recalculates all the other values to take the new value into account. Recalculate, however, has two different settings that affect it—the order setting and the frequency setting. Table 10-11 describes both.

**Table 10-11.** *Recalculation Order and Frequency*

<b>The Order Setting Includes</b>	<b>Which Means</b>
Calculation by rows	Values calculated according to formulas in cells across rows and then down columns
Calculation by columns (Default)	Values calculated according to formulas in cells from the top of a column to the bottom and then across rows.
<b>The Frequency Setting Includes</b>	<b>Which Means</b>
Automatic (Default)	AppleWorks automatically recalculates new values whenever you change a value.
Manual	AppleWorks recalculates new values only when you use the <b>⌘-K</b> (for calculation) command.

If you are typing a lot of values and formulas, you may want to keep typing and calculate all at once. To do so, change to manual recalculation.

---

## **Checking Standard Values in Effect**

Spreadsheet standard values in effect for your spreadsheet are available at the end of the help screen. Press **⌘-?** to see them.



---

## Changing Spreadsheet Standard Values

Standard value changes affect the whole spreadsheet. Here's how to change spreadsheet standard values:

1. Press **(Alt)-(V)**.
2. Choose Value format, Label format, Column width, Protection, or Recalculate depending on whether you want to change the spreadsheet standard values for values, labels, column width, protection, or recalculation.

### If You Chose

### Respond As Follows

Value  
format

Choose Fixed, Dollars, Commas, Percent, or Appropriate.

Then, for all but Appropriate, type the number of decimal places and press **(RETURN)**.

Label  
format

Choose Left justify, Right justify, or Center.

Column  
widths

Use **(Alt)-(W)** or **(Alt)-(H)** to change the column widths. Press **(ESC)** when you're through.

Protection

Choose No or Yes. Yes enforces protection, and No ignores protection.

Recalculation

Choose Order or Frequency.

For Order, choose Rows or Columns.

For Frequency, choose Automatic or Manual.

---

## Working With Cell Layouts

When you work with spreadsheet standard values, you specify how all cells in the spreadsheet should be displayed. But you can override these standard values for specific cells in the spreadsheet—the cells in one row or those in two columns, for example. These overriding specifications are called the **cell layout**. You specify cell layout with the **(Alt)-(L)** command (for layout), discussed in this section.



Cell layout specifications are for **value formats**, **label formats**, **column widths**, and **protection**.

**Figure 10-8. Cell Layouts**

1. Standard values specify that columns are nine characters wide, labels are left justified, and values are appropriate decimal places.
2. These values are in percentage layout. Their cell formats take precedence over the standard value for values.
3. These labels are right justified. Their cell formats take precedence over the standard value for labels.

210 |



This same principle applies when you supply a cell layout specification for labels in a group of cells. The specification applies only to cells with labels already in them and to blank cells if you use the (L)-[L] protection entry or block option.

The cell indicator displays the cell layout if it is different from the spreadsheet standard values. For example, if the spreadsheet standard is for labels to be left justified, and you specify that a cell be right justified, the cell indicator displays (Label, Layout-R).

---

## ***Details About Cell Layouts***

Cell layouts are discussed in detail in this section. Instructions for changing them are in "Changing Cell Layouts."

---

### ***Value Formats***

Six value formats are available as cell layouts—fixed, dollars, commas, percent, appropriate, and standard. These are the formats displayed by individual cells in the spreadsheet. Table 10-12 describes them.

**Table 10-12.** *Values for Values Layouts*

<b>Format</b>	<b>Description</b>	<b>Example</b>
Fixed	Contains a fixed number of decimal places, 0-7	163 -137.00
Dollars	Same as commas except with a dollar sign before each amount.	\$1,345 (\$4.66) \$113.58 \$1.6
Commas	Provides commas between thousands. Negative amounts are in parentheses. Contains a fixed number of decimal places, 0-7.	1,345.09 (4.66) 113.58
Percent	A percentage with a specified number of decimal places (0-7). This format multiplies amount in cell by 100.	1235.7% -4.25%



Format	Description	Example
Appropriate	Appropriate means that AppleWorks does its best to display numbers exactly as you type them. Numbers are right justified in the column with a blank in the leftmost position of all columns. Trailing zeros after the decimal place are dropped.	
Standard	Standard restores the cells in the group you specify to the spreadsheet standard values.	

If the number does not fit in the width you set up for the column, the number is stored the way you type it but pound signs (#'s) are displayed. Thus, a cell looks like this: #####. Increase the column width if necessary.

### **Label Formats**

Four label formats are available as cell layouts—left justified, right justified, centered, and standard. Table 10-13 describes them.

**Table 10-13.** *Values for Labels Layout*

Format	Description	Example
Left justified	Labels are left justified in cells	Jan
Right justified	Labels are right justified in cells	Jan
Centered	Labels are centered in cells	Jan
Standard	Standard restores the cells you specify to the spreadsheet standard	

### **Column Widths**

You can change the width of one or more columns, if you want. Columns can be from 1 to 75 characters wide.



---

## Protection

☐-☐ allows you to specify which cells should be protected and how:

- Only labels can be typed
- Only values can be typed
- No changes allowed
- All changes should be allowed.

Protection takes effect only on cells that already have entries or cell layouts. You can put protection on blank cells if you use Entry or Block. Protection doesn't work on whole rows or columns.

Table 10-14 shows the possibilities for different settings for ☐-☐ and ☐-☐.

**Table 10-14.** Possibilities for Cell Protection

<input type="checkbox"/> - <input type="checkbox"/> Options Allow:	When <input type="checkbox"/> - <input type="checkbox"/> equals Yes or No, cells are protected in certain ways:	
	Yes	No
Labels only	Only labels can be typed	No protection
Values only	Only values can be typed	No protection
Nothing	Complete protection	No protection
Anything	No protection	No protection

---

## Checking Cell Layouts

You can see special layouts for a cell by checking its cell indicator. For example, a cell with a right-justified label format says (Label, Layout-R).



---

## Changing Cell Layouts

Here's how to change cell layouts:

1. Press (F5)-(L).
2. Choose **Entry**, **Rows**, **Columns**, or **Block**.

If You Chose	Then
--------------	------

Rows	Use the arrow keys to highlight the rows and press (RETURN).
Columns	Use the arrow keys to highlight the columns and press (RETURN).
Block	Use the arrow keys to highlight the block and press (RETURN).

3. Choose **Value format**, **Label format**, or **Protection**, depending on whether you want to change the cell layout for values, labels, or protection.

If you chose **Columns** in step 2, step 3 gives you an extra option, **Column widths**.

If You Chose	Respond as Follows
--------------	--------------------

Value format	Choose <b>Fixed</b> , <b>Dollars</b> , <b>Commas</b> , <b>Percent</b> , <b>Appropriate</b> , or <b>Standard</b> . For all but <b>Appropriate</b> and <b>Standard</b> , type the number of decimal places and press (RETURN).
Label format	Choose <b>Left justify</b> , <b>Right justify</b> , <b>Center</b> , or <b>Standard</b> .
Column widths	Use (F5)-(W) or (F5)-(W) to change the column widths. Press (ESC) when you're through.
Protection	Choose <b>No changes</b> , <b>Labels only</b> , <b>Values only</b> , <b>Nothing</b> , or <b>Anything</b> .



Most often you view your spreadsheet in the Review/Add/Change display you see when you first get the file. You can view the spreadsheet in several different ways, however, ways that sometimes make it easier for you to see what you want to see. You can

- zoom in to look at formulas in cells
- split the spreadsheet in two, into either two side-by-side windows or a top and a bottom window. Then when you change a value in one part, it's easy to see the effect of the change in another part.
- fix the titles area in place on the display and then use the cursor to move the rest of the spreadsheet. That makes it easy for you to keep track of what numbers apply to what titles.

---

### ***Zooming In to See Formulas***

Press (⌘)-(Z) to zoom in to display the formula in every cell. You can see only the part of the formula that fits within the cell width, however. Zoom out to numbers in their normal appearance by pressing (⌘)-(Z) again.

You can print formulas by pressing (⌘)-(P) while you are zoomed in.

---

### ***Setting and Removing a Fixed Titles Area***

AppleWorks lets you set in place a fixed titles area at the top or at the left of the display, or both. Figure 10-9 shows a spreadsheet with a fixed top titles area. After you fix a titles area, you can use the cursor to view the rest of the spreadsheet.

Setting a titles area in place can make it easier for you to look at information, because you always know what titles the information goes with, regardless of where the information is on the spreadsheet.



**Figure 10-9.** Spreadsheet With Fixed Top Titles Area

```

File: Our Budget                                REVIEW/ADD/CHANGE                                Escape: Main Menu
=====A=====B=====C=====D=====E=====F=====G=====H=====
1:
2:=====
3:
4:                                OUR BUDGET                                Page 1
5:                                Total
6:      Description                                Jan      Feb      Mar      3 mos
7:-----
8:
9:  Income:
10:      Tom                                1,250      1,250      1,250      3,750
11:      Joyce                                1,350      1,350      1,350      4,050
12:-----
13:      Total Income                                2,600      2,600      2,600      7,800
14:-----
15:
16:  Expenses
17:      House
18:      Mortgage                                600      600      600      1,800
-----
A1
Type entry or use A commands                                A-? for Help

```

To set a fixed titles area in place:

**1.** Put the cursor

- in a cell just below the bottom row of the titles area
- in a cell to the right of the right column of the titles area
- in a cell that marks the outside corner of the non-fixed area if you are fixing titles areas at the top and on the left.

**2.** Press **(F5)-(T)** (for titles).

**3.** Choose **Top**, **Left side**, or **Both**.

When you set a titles area, you'll notice a repetition of the row or column indicator; this holds the place of the titles area.

You can use all the cursor movement keystrokes to move the cursor in the unfixed area. You can also move the cursor "under" to change the titles.

Here's how to remove a fixed titles area:

**1.** Press **(F5)-(T)**.

**2.** Choose **None** to remove the titles area. Press **(ESCAPE)** if you change your mind.



## Working With a Split Spreadsheet

Occasionally you may want to split the spreadsheet in two so you can see two parts of it at the same time. You can split the spreadsheet into two side-by-side windows or a top and a bottom window.

Splitting the spreadsheet into two windows allows you

- to type a new value into a cell and see the result in a distant cell
- to look at two distant parts of the spreadsheet at the same time.

Figures 10-10 and 10-11 show two split spreadsheets.

**Figure 10-10.** Spreadsheet Split Top and Bottom

```

File: Our Budget              REVIEW/ADD/CHANGE              Escape: Main Menu
=====A=====B=====C=====D=====E=====F=====G=====H=====
1:
2: =====
3:
4:                                OUR BUDGET
5:
6:                                Total
7:                                3 mos
46: Description                Jan      Feb      Mar
47:                               30      30      30
48:                               333     333     333
49:                               80      80      80
50:                               -----
51:                               2,574   2,574   2,577
52:                               -----
53:                               25      25      22
54:                               0       25      51
55:                               25      51      74
56:                               -----
A56
Type entry or use A commands
A-? for Help

```



**Figure 10-11.** Spreadsheet Split Left and Right

File: Our Budget					REVIEW/ADD/CHANGE					Escaper: Main Menu				
-----A-----B-----C-----D-----E-----					-----F-----G-----H-----I-----									
1:						1:								
2:						2:								
3:						3:								
4:						4:								
5:						5:								
6:						6:								
7:						7:								
8:						8:								
9:						9:								
10:						10:								
11:						11:								
12:						12:								
13:						13:								
14:						14:								
15:						15:								
16:						16:								
17:						17:								
18:						18:								
-----					-----					-----				
Type entry or use A commands										A-? for Help				

This section tells how

- to split the spreadsheet into two windows
- to move the cursor between the two windows
- to synchronize movement of the two windows
- to restore the spreadsheet to one window.

### ***Splitting the Spreadsheet Into Two Windows***

Here's how to split the spreadsheet into two windows:

1. If you are splitting the spreadsheet into two side-by-side windows, put the cursor in a cell in the column that will form the left boundary of the righthand display.

If you are splitting the spreadsheet into a top and a bottom window, put the cursor in a cell in the row that will form the top boundary of the bottom display.

2. Press **[F5]** (**F**or **W**indows).
3. Choose **Side by side** or **Top and bottom** depending on whether you want side-by-side windows or top-and-bottom windows.



AppleWorks splits the spreadsheet into the windows you requested. The cursor stays in the cell where it was in step 1.

---

### ***Moving the Cursor to the Other Window***

Here's how to move the cursor to the other part of the spreadsheet:

1. Press **(⌘)-(J)** (for jump).

AppleWorks moves the cursor to the corresponding cell in the other window.

---

### ***Synchronizing the Two Windows***

After you split the spreadsheet into two windows, the windows move independently of each other. That is, you can use the cursor movement keystrokes in the part of the spreadsheet where the cursor is and the other part of the spreadsheet doesn't move. You can, however, move both parts of the spreadsheet at the same time so that row for row or column for column the two windows always match.

To synchronize the windows:

1. Make sure you have two windows displayed. (If you haven't already done so, press **(⌘)-(W)**.)
2. Press **(⌘)-(W)** a second time.
3. Choose **Synchronized**.

Now whatever cursor movement keystrokes you use in one part of the spreadsheet have the same effect in both parts.

Whenever you press **(⌘)-(W)** when you have the spreadsheet split into two windows, you get a variation of this menu bar:

**Views? One Synchronized**

If the two windows are synchronized, the second part of the response reads **Unsynchronized**, which lets you unsynchronize the two windows.

---

### ***Restoring the Spreadsheet to One Window***

To restore the spreadsheet to one window:

1. Press **(⌘)-(W)**.
2. Choose **One**.

AppleWorks restores the spreadsheet to one window.



## Blanking Areas of the Spreadsheet

AppleWorks allows you to blank out areas of the spreadsheet, including entries, rows, columns, and blocks. Here's how:

1. Move the cursor to a cell whose entry you want to blank. This cell becomes the pivotal point for blanking.
2. Press **(⌘)-(B)** (for blank).
3. Choose **Entry**, **Rows**, **Columns**, or **Block**.
4. If you indicated that you want to blank rows, columns, or a block, use the Spreadsheet's cursor movement keystrokes to highlight the area you want to blank. Then press **(RETURN)**.

A blanked cell referred to by a formula is considered to contain a zero.

Cells can't be blanked when you have used the **(⌘)-(L)** command to specify they should have no changes and protection is set to yes. Cells that are protected for labels only or values only, however, are blanked and lose their protection.

## Deleting Rows or Columns

To delete rows or columns from your spreadsheet:

1. Press **(⌘)-(D)**.
2. Choose **Rows** or **Columns**.
3. Move the cursor to highlight the rows or columns you want to delete. Then press **(RETURN)**.

When rows or columns are deleted, the part of the spreadsheet on the bottom or on the right is closed up. Closed up rows are renumbered and closed up columns are relettered. AppleWorks reworks formulas to take this renumbering and relettering into account so the formulas refer to cells they originally referred to.








### Warning

*AppleWorks deletes the entire row or column you specify, not just the part displayed. Before you start, you will probably want to move the cursor through the whole area you are intending to delete, to make sure you know exactly what you're deleting.*

*If you delete rows or columns whose contents are used in formulas in other cells, AppleWorks displays ERROR in the cells where the formulas are stored when you recalculate. ERROR indicates the formula can't work because some or all of the values it needs were deleted or don't exist. Therefore, deleting rows or columns can have implications for your calculations.*

## Inserting Rows or Columns

Here's how to insert blank rows or columns into your spreadsheet, up to a maximum of nine:

1. Place the cursor on the row below or on the column to the right of which you want the inserted rows or columns to go.
2. Press - (for insert).
3. Choose Rows or Columns.
4. Type the number of blank rows or columns you want to insert and press .

AppleWorks reletters the columns to the right of the inserted columns. And it renumbers the rows at the bottom of the inserted rows. It also reworks formulas that refer to these relettered columns and renumbered rows so the formulas refer to the cells they originally referred to. The cells in the rows or columns you insert have spreadsheet standards.

There are two limitations on inserting rows and columns:

- You can't insert rows or columns that would push existing information past the spreadsheet limits. For example, you can't insert ten rows anywhere unless rows 990 through 999 are empty.
- You can't insert rows or columns after the cursor is past existing information. For example, if the last row with information in it is 125, then you can't insert rows past row 125.



---

## **Moving Columns or Rows Within a Spreadsheet**

AppleWorks allows you to move up to 250 rows or 125 columns from one place in a spreadsheet to another:

1. Place the cursor on a cell in the column or row of one of the columns or rows you want moved.
2. Press **(⌘)-(M)**.
3. Choose **Within Spreadsheet**.
4. Choose **Columns** or **Rows**.
5. Move the cursor to highlight the columns or rows you want moved. Then press **(RETURN)**.
6. Move the cursor to the place where you want the moved columns or rows to go. (The moved columns or rows are inserted to the left of the cursor for columns or above the cursor for rows.) Then press **(RETURN)**.

A significant amount of movement happens during a move:

- First, AppleWorks closes up the space the columns or rows come from.
- Then it opens up space for the moved columns or rows and inserts them.
- All columns are relettered accordingly, and rows are renumbered.
- Formulas are adjusted to take care of references to moved columns or rows, so that all formulas still refer to the cells they originally referred to.

---

## **Copying Information**

AppleWorks' copy feature makes it easy for you to create sophisticated spreadsheets with a minimum of effort. You can make an exact copy of labels, numbers, pointers, and formulas from one cell or group of cells into another quickly and with no typing errors. You can also copy pointers and formulas into other cells and make the copies depend on their new location. That means you can make many similar calculations depend on one original formula.



Before you copy, you should think about the answer to three questions:

- What cell or cells are you copying from?
- What cell or cells are you copying to?
- Are you copying the contents exactly, or do you want the copy to depend on the position of the copy-to cells?

---

### ***What Are the Copy-From Cells?***

You can copy from one cell or from a range of cells. The only guideline is that the cells must be adjacent, that is, all in the same row and next to each other, or all in the same column and one under the other.

---

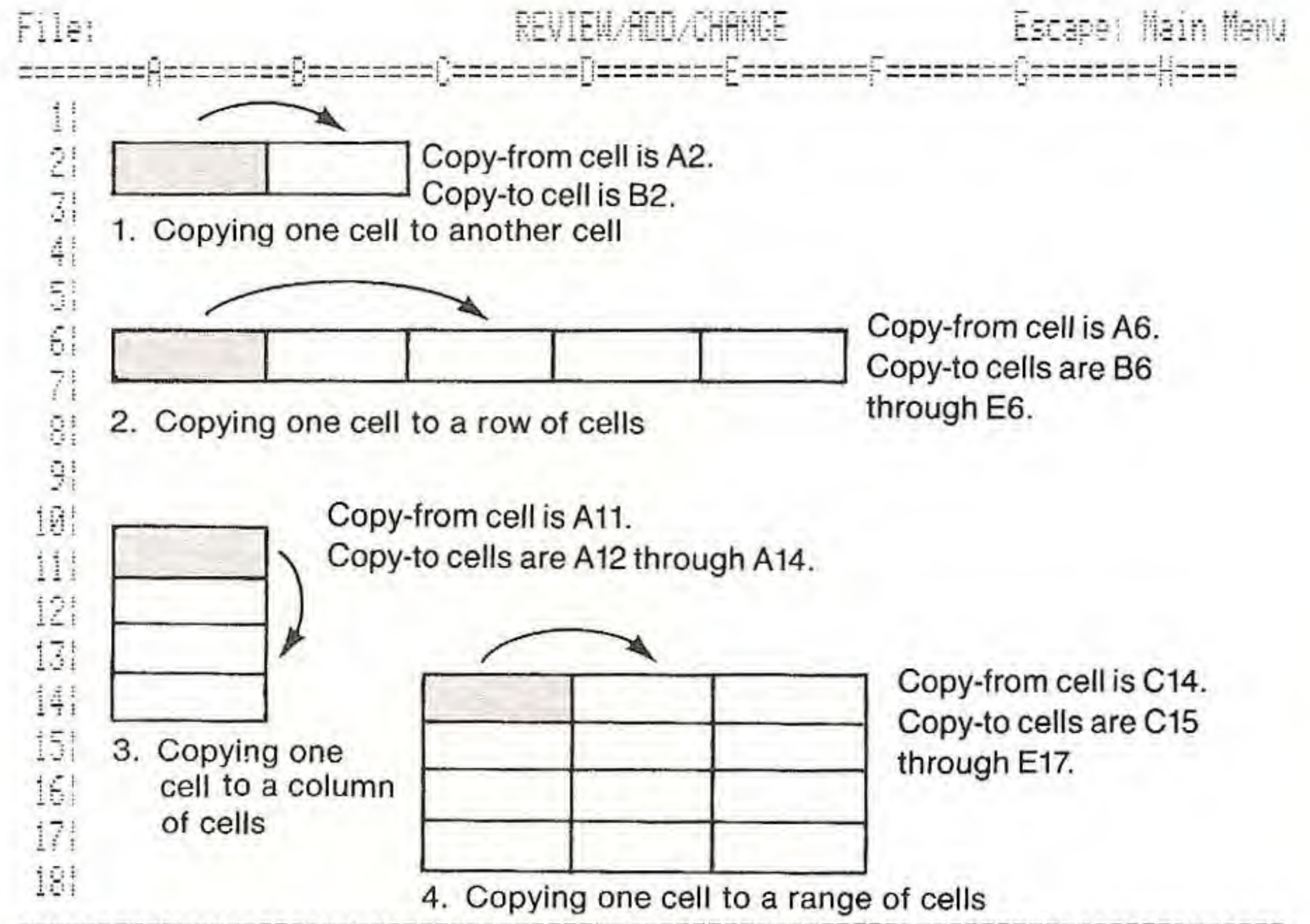
### ***What Are the Copy-To Cells?***

You can copy to one cell or to a range of cells. The copy-to cells must be adjacent. You can copy rows to rows and columns to columns, but you can't copy rows to columns or columns to rows.

Figures 10-12 through 10-14 show the possible combinations of copy-from and copy-to cells.



**Figure 10-12. Copying One Cell**



**Figure 10-13. Copying a Column**

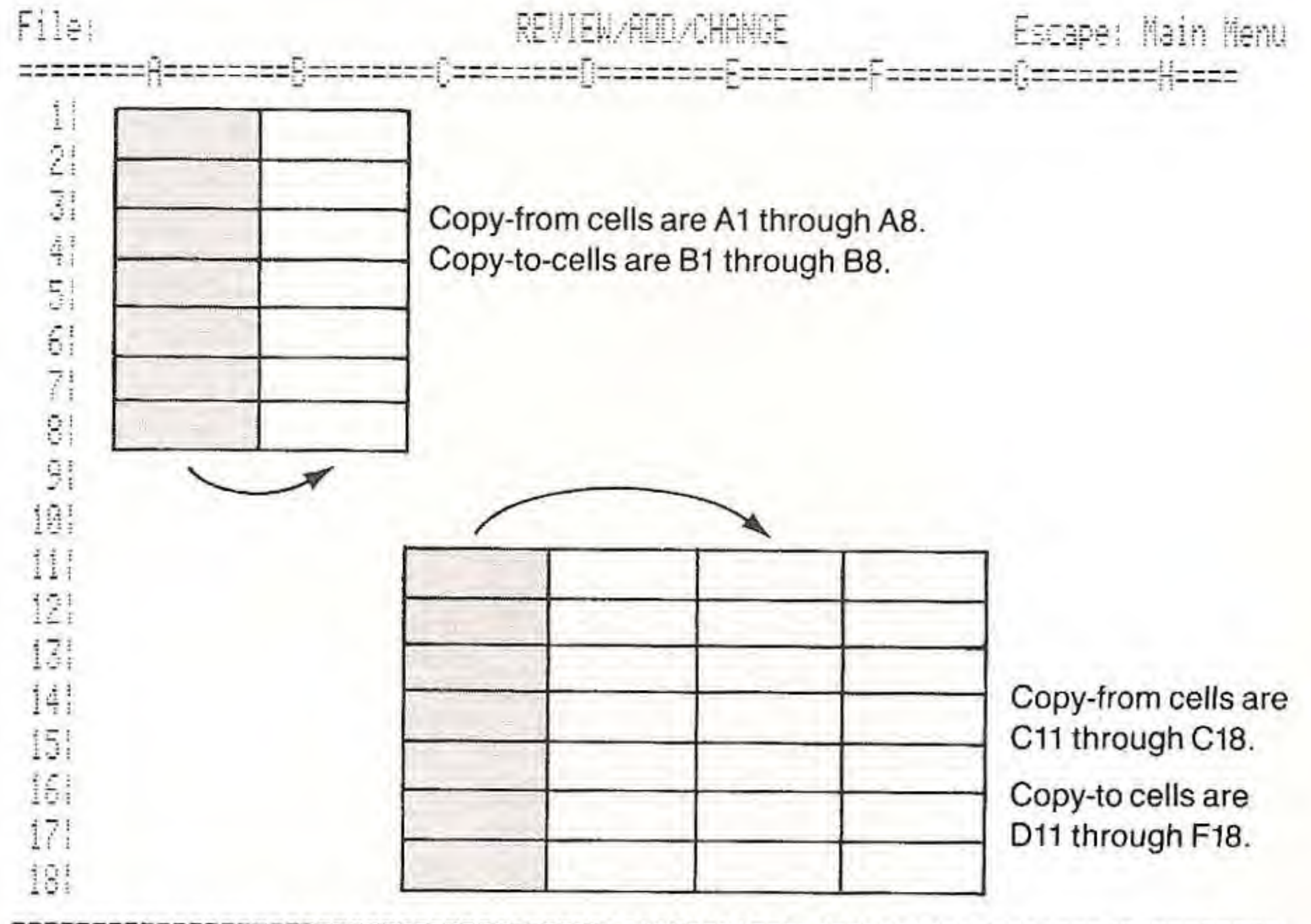
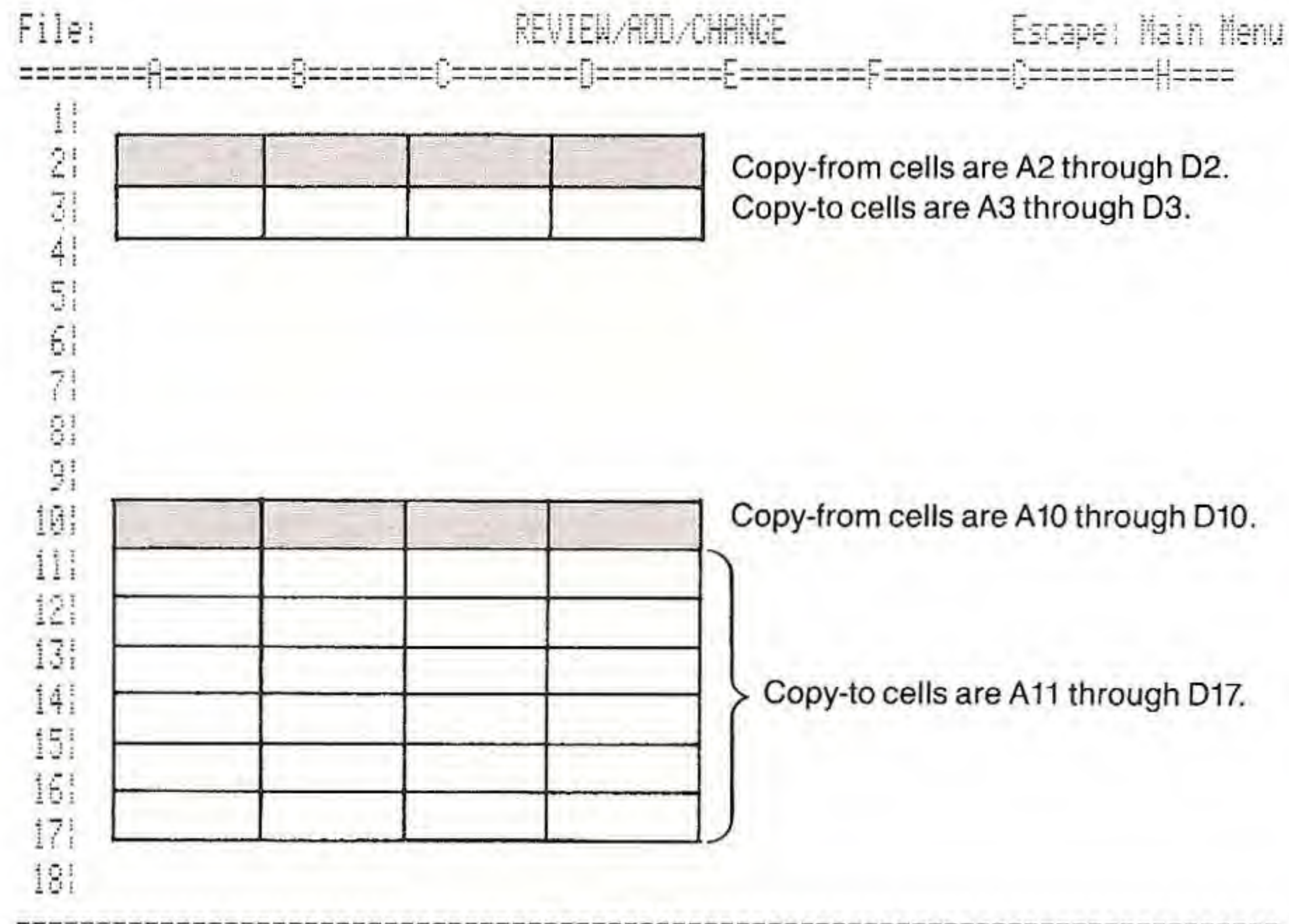




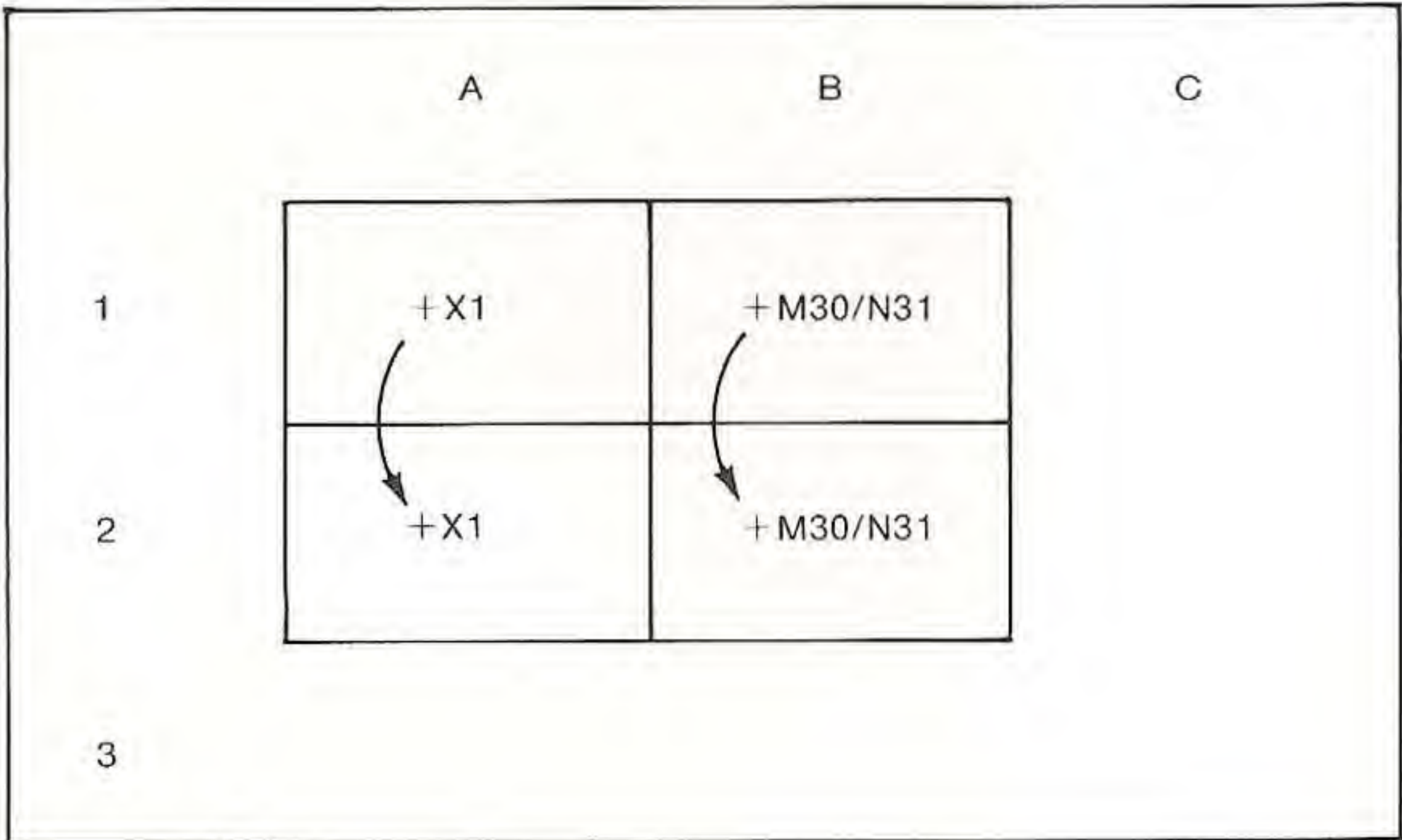
Figure 10-14. Copying a Row



**Copy the Contents Exactly?**

If you copy the copy-from cells into the copy-to cells exactly, then labels, numbers, pointers, and formulas are copied exactly, with no changes. Figure 10-15 illustrates such a copy.

Figure 10-15. An Exact Copy

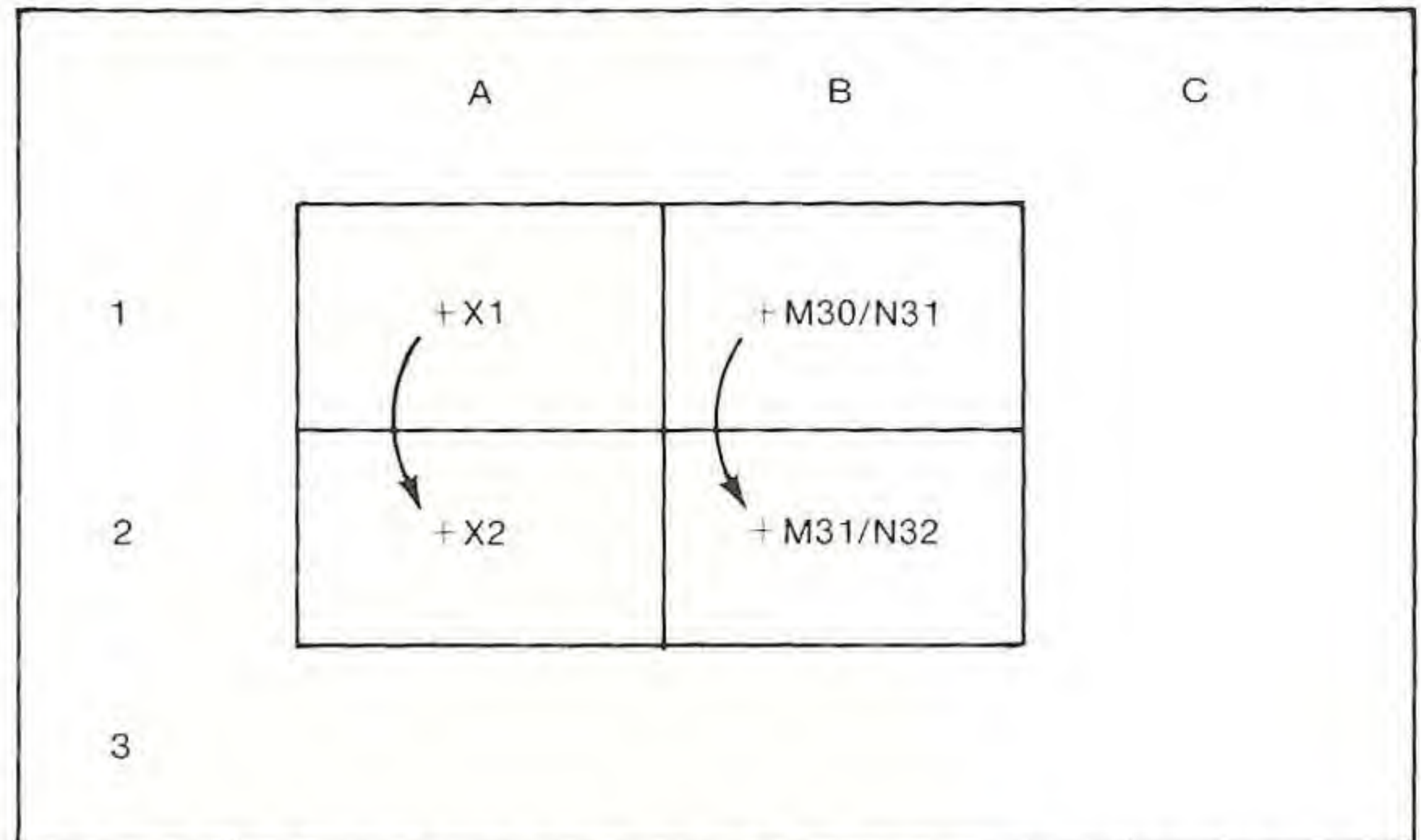




## Copy the Contents Depending on Their New Position?

You can copy the contents of cells into other cells and make the new contents depend on the position of the copy-to cells. Then every time a copy-from cell references another cell, the cell reference is changed to depend on the position of the copy-to cell. This kind of copy is called a *relative* copy. Figure 10-16 illustrates such a copy.

**Figure 10-16.** A Relative Copy



### Steps for Copying

To copy the contents of cells to other cells:

1. Put the cursor on the cell you want to copy. If you're copying cells from a row or a column, put the cursor on the leftmost or rightmost cell in the row or the topmost or bottommost cell in the column.
2. Press **⌘-C**.
3. Choose **Within spreadsheet**.
4. Use the arrow keys to highlight the copy-from cells. Then press **RETURN**.
5. Move the cursor to the cell you are copying to. If you're copying cells to a row or a column, put the cursor on the leftmost cell of the row or the topmost cell in the column.



6. If you're making one copy, press **(RETURN)**.

If you're making several copies, type a period. Then use the arrow keys to highlight the other copy-to cells. Then press **(RETURN)**.

7. AppleWorks copies labels with no questions asked, but asks you if you want to make an exact copy of each reference to another cell. AppleWorks highlights the referenced cells in the entry line as you go. Choose **No change** or **Relative** for each cell referenced as AppleWorks highlights each one.

### **AppleWorks Tip**

For quick copying, type N or R in step 7 above.

## **Calculating New Values**

Your spreadsheet standard value may provide for automatic recalculation whenever you type in a new value, or it may provide for manual recalculation. Then AppleWorks recalculates new values only when you give the sign. (Automatic recalculation is AppleWorks' default when you want to recalculate.)

Here's how to give the sign:

1. Press **(⌘)-(K)**.

### **AppleWorks Tip**

**(⌘)-(V)** (standard values command) lets you specify manual or automatic frequency of recalculation and rows or columns order of recalculation.

Actually, AppleWorks recalculates *all* formulas in the spreadsheet during recalculation. That means the ones it has already done as well as the ones you have just provided new values for. Because AppleWorks has to keep recalculating old values, automatic recalculation may slow you down a bit. (AppleWorks is fast, but having to recalculate old values just makes extra work.) Manual recalculation may be better for you if you don't always need recalculation as soon as you type a new value and your spreadsheet is large.

See "Working With Spreadsheet Standard Values."



Sometimes AppleWorks can't make a calculation, either because a referenced cell has been deleted or because a formula doesn't make sense. If so, AppleWorks displays **ERROR** in cells where it can't calculate.

---

## **Arranging Information in the Spreadsheet**

AppleWorks lets you arrange, or sort, rows in a spreadsheet by the values of entries in a certain column in the row. You can arrange rows in alphabetical order from A to Z or Z to A, or in numeric order from 9 to 0 or 0 to 9.

To arrange rows:

1. Move the cursor to the column that contains the information by which you want your rows arranged.
2. If you're arranging only specific rows, move the cursor to the top or bottom of the group of rows you want arranged.
3. Press **⌘-A**.
4. Use the Spreadsheet's cursor movement keystrokes to highlight the rows you want to arrange. Then press **RETURN**.
5. Choose the way you want the rows arranged.

Suppose you want to arrange rows using a column containing numbers, and you are sorting the numbers from 0 to 9, that is, from smallest to largest. Suppose, also, that some of the entries in the sorting column are labels, which you do not want to sort. Then you would sort only the rows with numbers in the column, skipping the rows with labels. Do this by arranging only certain rows.

AppleWorks does not distinguish between uppercase and lowercase letters when it arranges.



Here is the order in which AppleWorks arranges values in a column. Read down these columns and then across.

SPACE	)	;	]
!	*	<	^
"	+	=	_
#	,	>	\
\$	-	?	{
%	.	@	
&	/	A-Z and a-z	
'	0-9	[	
(	:	\	

## ***Finding a Cell or Specific Information***

AppleWorks helps you find a cell whose coordinates you specify. It also helps you find information contained in cells. In addition, you can ask for the next occurrence of the last information you had AppleWorks find. This part of the find feature makes it easy for you to find more than one occurrence of the same information. After you tell AppleWorks what you want to find, AppleWorks moves the cursor to the first occurrence of what you specify.

To find a cell or specific information:

1. Put the cursor anywhere in the spreadsheet where you want AppleWorks to begin searching.
2. Press **⌘-F**.
3. Choose **Repeat last**, **Coordinates**, or **Text**.

If you choose **Repeat last**, AppleWorks searches for the last text you specified.

If you chose **Coordinates**, AppleWorks asks you to provide the coordinates of the cell you want. Type the coordinates, such as **A19** or **B12**, and press **RETURN**.

If you choose **Text**, AppleWorks asks you to provide the specific text you want to find. The text can be up to 25 characters long. Press **RETURN** after you type the text.



AppleWorks does not differentiate between uppercase and lowercase letters when it searches for text. It also finds text that is part of a word or expression. For example,

<b>If You Type</b>	<b>AppleWorks Finds</b>
--------------------	-------------------------

Income	Income NetIncome Net Incomes: INCOME
Gas	Ford-gas Gas & Electric Gasoline gasoline

AppleWorks searches for information across rows and then down the spreadsheet.